

Request for Hardware Warranty Service Support

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request assistance with a hardware warranty service for my [specific hardware name/model], which I purchased on [purchase date]. Unfortunately, I have been experiencing [describe the issue] which has rendered the device unusable.

As per the warranty policy, I would like to initiate a service request to resolve this issue. The warranty is valid until [warranty expiration date], and I have attached a copy of my purchase receipt along with the warranty documentation for your reference.

Please let me know the next steps regarding the service process. I look forward to your prompt response and appreciate your attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]